

Emailing Reports From ViewDirect

Overview

ViewDirect users have the option to receive reports via email. **Emails are generated by using ViewDirect's print function.** To manage system resources, each print request is limited to approximately 1,000 pages. Multiple print requests will be required to email larger reports.

Benefits to Emailing Reports

1. Users have the option of receiving emails with PDF attachments ***and/or*** TXT attachments. (TXT files can be converted into Excel spreadsheets.)
2. For users who currently write to data sets, emailing reports eliminates the need of logging into TSO to download the data set from the mainframe.
3. For users who currently print reports, emailing reports eliminates the need of routing reports to a designated FMIS printer. Emailed attachments can be printed at any local network printer.

Modify an Existing ViewDirect Recipient ID to Email Reports

1. Email the DoIT Service Desk at Service.Desk@maryland.gov to make the request.
2. The email should contain the name of the ViewDirect Recipient ID to be modified and the format (PDF and/or TXT) of how the reports should be emailed.
3. A ViewDirect Recipient ID Request Form is not required for this modification.

Create a New ViewDirect Recipient ID to Email Reports

1. Complete a ViewDirect Recipient ID Request Form. The form, along with instructions, can be found at the following link:
[https://doit.maryland.gov/support/ASMsecurityForms/ViewDirect%20Recipient%20ID%20Request%20Form%20and%20Instructions%20\(Revised%2008-15-22\).pdf](https://doit.maryland.gov/support/ASMsecurityForms/ViewDirect%20Recipient%20ID%20Request%20Form%20and%20Instructions%20(Revised%2008-15-22).pdf)
2. Email the completed form to the DoIT Service Desk at Service.Desk@maryland.gov .

Receiving Encrypted Emails from ViewDirect

Emails generated by using the print function within ViewDirect will be sent encrypted. Instructions for opening encrypted emails, as well as other useful information, can be found in the ViewDirect - User Quick Reference Guide at the following link:

<https://stateofmaryland.sharepoint.com/sites/doit/fmisdocs/Documents/ViewDirect%20-%20User%20Quick%20Reference%20Guide.pdf>